

EQUAL EMPLOYMENT OPPORTUNITY HONORARY AWARDS

Awards will be given in 4 categories. The categories include: Non-supervisory Award, Supervisory/Managerial Award, Group/Competency Award, and Sustained Contribution Award. The criteria for evaluation for each of these awards is outlined below:

Non-Supervisory Individual Awards: Awards are given to non-supervisory personnel whose official job is not in the EEO Office, but who, because of their superior accomplishments, achievements, and other activities, advance EEO within the Patuxent River complex and the community. Contributions include but are not limited to:

- Providing excellence in leadership and creative development of successful training programs for lower-grade and underutilized employees.
- Achieving outstanding success in working with educating institutions to encourage qualified minority group persons, women and disabled individuals to apply for middle, higher level, or shortage category jobs where few of these people are now employed.
- Working with educational institutions to develop curricula that help students be better prepared for employment at Patuxent River.
- Providing outstanding leadership and full participation in activities within or outside their organization which foster EEO.

Supervisory/Managerial Award: For supervisors/managers who have excelled and demonstrated positive affirmative employment in promoting EEO within their organization. The following criteria will be applied in evaluating nominee's responsiveness to the program through:

- Support of employees' participation in EEO duties and programs, as stated by the manager, dissemination of correspondence requesting employee support for the EEO program and allowing employees selected to serve on boards and committees to attend scheduled meetings.
- Encouragement and recognition of employee achievement, demonstrated by Quality Step Increases, Special Act Awards granted to employees who exceed the levels of performance required in the positions.
- Fairness in the selection process, indicated by the organization's adherence to affirmative employment programs goals in hiring and promoting minorities, women, and disabled individuals.
- Fair and equal treatment of all employees, as evidenced by providing equal opportunity in areas such as: attending

training courses, reassignments, details, overtime, and recognition for achievement, etc.

Group/Competency Award: One award may be given to the competency or group providing support to the Patuxent River Complex EEO program. This support may take the form of innovative EEO initiatives, support to Naval Air Station community outreach programs, support to EEO Committee, or demonstrated commitment to programs that aid in helping the command reach its affirmative employment program goals for minorities, women and/or disabled employees.

Sustained Contribution: An annual sustained contribution award may be presented to an individual recommended by the DEEOO and approved by the EEEO. The nominee must have made a significant contribution to the EEO Program over a period of three years or more (must include the most recent fiscal year and at least two preceding fiscal years). Contributions are measured in terms of prolonged commitment and continued involvement rather than the shorter-term, more specific contributions that are characteristic of the other awards.

Submission of Nominations: Nominations should be submitted to DEEOO using the EEO Incentive Awards Nomination Form no later than 3 November and cover the period of 1 October through 30 September of the previous fiscal year.

EEO INCENTIVE AWARDS NOMINATION FORM

NAME: _____

POSITION TITLE: _____

COMPETENCY: _____

I NOMINATE THE ABOVE NAMED PERSON FOR THE FOLLOWING EEO INCENTIVE AWARDS:

_____ INDIVIDUAL (NON-SUPERVISORY)

_____ SUPERVISOR/MANAGER'S AWARD

_____ SUSTAINED CONTRIBUTION

_____ COMPETENCY/GROUP AWARD

THE FOLLOWING JUSTIFICATION IS SUBMITTED IN SUPPORT OF THE ABOVE NOMINATION: _____

SIGNATURE(S) OF NOMINATOR(S)

DATE

CONCURRENCE FIRST LINE SUPERVISOR (FOR INDIVIDUAL AWARDS ONLY)
DATE

You may attach one additional page for justification.